

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 23 MAY 2016 AT 7.30PM**

PRESENT

Councillors Howard Bairstow; Jo Day (substitute); David Fish; Dave Goff; Sarah Greenall; Arthur Johnson; Mike Johnston; Anthony Pick; Martha Vickers.

1. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Leader of the Council, Councillor Dave Goff, presided over the election of the Chair.

PROPOSED: Councillor Anthony Pick
SECONDED: Councillor Sarah Greenall

RESOLVED: That Councillor Howard Bairstow be elected as Chairperson of the Community Services Committee for the Municipal Year 2016/2017.

Councillor Howard Bairstow took the Chair for the remainder of the meeting.

PROPOSED: Councillor David Fish
SECONDED: Councillor David Fenn

RESOLVED: That Councillor Tony Stretton be elected as Vice-Chairperson of the Community Services Committee for the Municipal Year 2016/2017.

2. APOLOGIES FOR ABSENCE

Councillors John Gardner; Tony Stretton.

Absent: Councillor James Fredrickson.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Howard Bairstow, David Fish, Dave Goff, Mike Johnston and Anthony Pick are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

4. MINUTES

PROPOSED: Councillor Anthony Pick
SECONDED: Councillor David Fenn

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 29 February 2016, be approved as a correct record and signed by the Chairperson.

5. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

6. MEMBERS' QUESTIONS AND PETITIONS

There were none.

7. PRESENTATION BY ICTHUS EVENT SOLUTIONS LTD

A presentation was received from Douglas Bennett of Icthus Event Solutions on a proposal for a Christmas Festival in Victoria Park in 2016.

PROPOSED: Councillor Arthur Johnson

SECONDED: Councillor David Fish

RESOLVED: To agree in principle for the event to go ahead as planned with the finer detail to be agreed with the Community Services Manager.

8. VICTORIA PARK

The minutes of the Victoria Park Working Group meeting held on 12 May 2016 were noted.

Cllr David Fish gave an update on the current activities relating to Victoria Park and the refurbishment programme.

9. ALLOTMENT WORKING GROUP MINUTES & STRATEGY

The minutes of the Allotment Working Group meeting held on 20 April 2016 were noted.

PROPOSED: Councillor David Fenn

SECONDED: Councillor Martha Vickers

RESOLVED: That the amended Allotment Strategy as attached as Appendix 5 is agreed.

10. ALLOTMENT STEWARDS MEETING

The minutes of the Allotment Stewards meeting held on 9 March 2016 were noted.

PROPOSED: Councillor Arthur Johnson

SECONDED: Councillor David Fenn

RESOLVED: That the proposed Allotment Rule changes are agreed as follows:

2. The Tenant will: (j) not obstruct, encroach or reduce the width of the pathways surrounding their allotment and keep the adjoining path to the left and rear of the Allotment in good repair and regularly cut.

2. The Tenant will: (l) before erecting any structure (including polytunnels), obtain written consent from the Council, which will not be unreasonably withheld. Sheds and greenhouses

can be a maximum of 8 x 6ft with a height of no more than 8ft. Polytunnels can be of various size (to be agreed with the Council) and all structures must not cause an obstruction of light issue. (Consideration will be given to the erection of more than 1 structure).

11. COUNCILLOR ALLOTMENT VISITS

It was noted that the 2016 Allotment visits would take place on the following dates, commencing at 5pm:

22 June – Southby's, One Tree Park & Wash Common

29 June – Dairy Farm, Parsons & West Mills

Councillors were asked to volunteer to attend.

12. ALLOTMENT BEEKEEPING

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Sarah Greenall

RESOLVED: That the proposed beekeeping guidelines, attached at Appendix 7 on the Agenda, are agreed.

13. MARKET WORKING PARTY

The minutes of the Market Working Party meeting held on 13 April 2016 were noted.

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Dave Goff

RESOLVED: That the amended Market Regulations are accepted.

14. FARMERS MARKET

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Sarah Greenall

RESOLVED: That the Farmer's Market Agreement as attached at Appendix 10 of the Agenda is agreed.

15. CEMETERY CHARGES

PROPOSED: Councillor Mike Johnston

SECONDED: Councillor Dave Goff

RESOLVED: That the Community Services Manager conduct research to ascertain burial prices at other local parishes and present a recommendation at the next Policy & Resources Committee for the Committee to make an informed choice as to whether to increase our cemetery charges.

16. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Dave Goff

RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

It was resolved that members of the Newbury BID, Russell Downing, Nigel Morrison and Richard Farley could join this part of the meetings discussions.

17. BID PROPOSAL TO MANAGE CCTC HUB FOR NEWBURY AND SURROUND AREA

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Dave Goff

RESOLVED: That the BID CCTV HUB proposal as attached at Appendix 11b is approved with the agreement that the Newbury BID would liaise with the Police for the location of the 13th camera. The location would then be confirmed to NTC through the CEO.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:30PM.

CHAIRPERSON

WINNERS OF 2016 ALLOTMENT AWARDS

BEST PLOT AT DAIRY FARM ALLOTMENTS

5 poles and Under

Plot 9A – Phillip Weston & Angela Weston

Over 5 poles

Plot 23A&B & 24A – Mr Geoffrey Annetts

BEST PLOT AT ONE TREE PARK ALLOTMENTS

5 poles and under

Plot 4 & 4a Sarah de Souza

Over 5 poles

Plot 24a & 25a Dr David Nicholas

BEST PLOT AT PARSONS ALLOTMENTS

5 poles and Under

Plot 20A – Matthew Roberts

Over 5 poles

Plot 25A&B – Mrs CL Hams

BEST PLOT AT SOUTHBY'S ALLOTMENTS

5 poles and under

36a & 36c – Ann Shears

Over 5 poles

Plot 83a/b – Mr John Crockford

BEST PLOT AT WASH COMMON ALLOTMENTS

5 poles and under

Plot 42b – Simon Sayers

Over 5 poles

Plot 26 – Mr Tom & Mrs Jane Martin

BEST PLOT AT WEST MILLS ALLOTMENTS

5 poles and Under

Plot 3 – James Berry

Over 5 poles

Plot 43A&B – Mr Rodney Adnams

WINNERS OF 2016 ALLOTMENT AWARDS
CONTINUED

BEST NEWCOMER 2016

Dairy Farm Allotments
Plot 26a - Chris Funderburg

One Tree Park Allotments
Plot 20B - Terry Hadden

Parsons Allotments
Plot 1CA - Rachel Peters

Southby's Allotments
Plot 67a - Mr Tim Goldsack

Wash Common Allotments
Plot 17 - Jane Munday

West Mills Allotments
Plot 21 - Michael Watch

BEST SCHOOLS PLOT

Falkland Primary School, Wash Common

BEST SITE OVERALL

One Tree Park

Newbury Town Council

Public Report

Report to:

Community Services Committee 26 September 2016

Agenda Item No 7.2:

To approve the funding arrangements for new paving around the Bowling Green in Victoria Park.

Background

Newbury Bowls Club approached the Council requesting new paving around the Bowling Green after the ongoing repairs are completed. The Council agreed that it makes good economic sense that the contractor carrying out the repairs to the Bowling Green to complete this work while on site.

The paving around the Bowling Green is in need of renewal and this will be even more apparent when the green has been resurfaced. The Bowls Club are very keen to install new perimeter paving around the Green. The Council does not have the funds for this work but has invited the Bowls Club to explore the matter with the contractors, Avonmore Associates. It would greatly enhance the project and considerably reduce costs and further disruption in the Park if Avonmore were to install the paving while on site. Avonmore Associates has quoted £10,855 for this work and the Council is prepared to add this as a variation to their contract, if funding can be arranged. However, the Council's agreement with the Bowls club does not cover this work. The Council agreed that if the works could be funded outside of the contract for the repairs to the Green that the work could be carried out by Avonmore Associates.

Proposal

The Bowls Club is funded by member subscriptions and the Club does not have the resources to fund this work. It is proposed to seek funding for the amount of £10,885, with 50% from The Good Exchange (formerly Find me A Grant) and the Club paying 25% of the costs upfront and repaying the other 25% over 3 years to Newbury Town Council. The grant towards the green perimeter paving will further enhance the facility, improving access to the playing surface and reduce general wear around the green.

The Bowls Club and the Town Council are looking forward to these works and improvements and have ambitious plans for the future of the Club. The Club plans to buy new equipment to look after the restored greens and have ordered smart new sponsored shirts to promote Newbury Bowls Club. They hope to double their membership after the greens are restored and aim to recover their status as one of the top Bowls Club in Berkshire. The Council looks forward to working with the Club to make these aims a reality. The Council will also promote the Club and its attractions, such as open days and competitions on its website and the Town Hall notice board, to assist in growing the membership and making the facility more accessible to the general community.

Options

The Bowls Club cannot afford to pay for these works out of its current resources. If the Council does not assist and support then the new paving will not be installed which would detract from the appearance and value of the works to the bowling green. Considerable savings on the works can be achieved if carried out by the contractor currently on site, who has the expertise to complete the work to a high standard. The best option is to find a suitable funding arrangement to facilitate these works, but at no cost to the Council.

Financial and Legal implications

The financial arrangements are as outlined above.

The cost of the work to install the new paving around the Green is £10,885. The Bowls Club has agreed to the terms and conditions outlined above and has lodged its 25% (£2,720.25) in the Council's account.

The Good Exchange has agreed, in principle, to support the proposal, match-funding up to 50%, that is £5,427.50.

The Bowls Club has agreed to pay the outstanding 25%, that is £2,720.25, over 3 years to the Council.

The Council may make a loan or capital grant to a non-profit-making voluntary organisation in providing any recreational facilities which the Council itself has power to provide; the same legislation empowers local councils to provide bowling greens.ⁱ

Recommendation(s)

The Committee is recommended to resolve as follows:

- That Newbury Town Council approves a variation to the contract with Avonmore Associates for the repairs to the Bowling Green to allow for the installation of new paving around the Green at a cost of £10,885
- That Newbury Town Council applies to The Good Exchange for a grant of £5,427.50 towards the cost of these works
- That Newbury Town Council approves a credit arrangement with Newbury Bowls Club for £2,720.25 towards the cost of these works, to be repaid in 3 equal annual instalments, commencing on 1 July 2017.

Signed: Hugh Peacocke, Chief Executive Officer, and 19 September 2016.

ⁱ The Local Government (Miscellaneous Provisions) Act 1976, S. 19

**MINUTES OF THE MEETING OF
THE MARKET WORKING PARTY
held on Wednesday 20 July 2016 at 10am
in Suite 2, Town Hall, Market Place, Newbury**

In Attendance:

Cllrs Jeanette Clifford; John Gardner; Martha Vickers (Chair)
Steve Brind (Market Manager); Caroline Edmunds (Community Services Officer);

1. Welcome/Apologies/Introductions

Cllr Martha Vickers welcomed everyone to the meeting.

Apologies: Cllr Kuldip Singh Kang; John Barham; Cllr Jo Day

2. Minutes of previous meeting 13 April 2016

The minutes from the meeting held on 13 April 2016 were agreed as a correct record of that meeting.

3. Shopping Bags – ideas for phase 2 distribution

The second delivery of Newbury Market/Visit Newbury shopping bags will be delivered by August. The promotion and bag giveaway at the end of May was a great success and all the bags had been given out by 11am on the Saturday morning.

It was agreed that this time the bags would be given out by the Market traders when a customer makes a purchase and only one per person would be given out.

The giveaway of the bags would be promoted on social media and on the Newbury Town Council website once again.

It is difficult to know whether the distribution of the bags has made any difference to the Market. Steve reported that trade had been very slow in recent months in the Market Place and it was agreed that the weather had not been kind.

4. Independent Survey

Martha informed the group that we had approached two local market research companies with ideas for a survey of members of the public to establish what the feeling was regarding the Newbury Markets.

It was agreed that we would go ahead with the proposal from Apple Print to carry out a survey of 500 members of the public on a Thursday and a Saturday. The survey would be carried out in September to give a true picture after the summer holidays.

The survey results should be available for the next Market Working Party Meeting to discuss.

5. Market budget ideas

It was agreed that we would wait until the results of the shopper survey before any decisions are made on further spending of the marketing budget.

6. Coach Park – parking for traders

Caroline confirmed that the NTC CEO has been, and is continuing to discuss possible options with West Berkshire Council regarding options for the traders to park once the new bus station has been built.

The real issue is the larger vans which cannot park in the usual parking bays within the current WBC restrictions.

It was agreed that this is the most urgent issue with regards to the Market at present.

It was agreed that Martha would approach the Leader of the Council and the CEO with regards to finding a solution in partnership with West Berkshire Council.

7. Market Management

Steve confirmed that he would be retiring at the end of the year.

Caroline stated that Officers would be inviting expressions of interest to manage the Market as a priority.

8. Dates of next meeting

The next meeting is scheduled for Monday 17 October 2016 at 10am.

Meeting closed at 11:20am

Public Report

Report to:

Community Services Committee 26 September 2016

Agenda Item No 9:

To consider proposals for the appointment of a new Market Manager 2016.

Market Management

Background

Steve Brind has formally advised the Town Council that he will be retiring as Market Manager on 26 November 2016. We therefore need to consider options of providing effective/efficient market management once Steve has retired.

Options

Officers have considered three options

- Bringing in a professional market management company to setup and manage the market
- Advertising for someone just to manage the market
- Recruit from within the current market traders

Consideration

- Costs relating to a management company running the market are considerable and traders would need to bear the cost of this. After seeking advice from NABMA (National Association of British Market Authorities), it is unlikely that a private operator would be willing to manage the market based on the income from the amount of stalls we have trading.
- We would incur advertising/marketing costs if we were to advertise the position of Market Manager, with no guarantees that there would be someone suitable in close proximity to Newbury and willing to provide the hours of support for just 2 days per week.
- We consulted with all existing traders to ascertain if any of them would be interested in taking over the Market Manager position. One long established trader and his wife (40 years) have asked to be considered for the position. We currently pay £917/month (102 days x 12 hour days per year) for this level of service from Steve Brind.

Officers recommend that we continue the practice of employing one of our current experienced market traders as Market Manager. The trader who has expressed an interest in managing the market currently starts at 4.30am on Thursdays and Saturdays and is therefore on site before other traders arrive. They have proved to be very reliable and are enthusiastic about identifying ways of improving the quality of the market in its general appearance and the range of stall holders in the future. Recommend a periodic review of the service provided by the trader within the first 6 months to ascertain the quality of service being provided. In the longer term, we could still consider exploring expressions of interest from private operators.

Public Report

Report to:

Community Services Committee 26 September 2016

Agenda Item No 10:

Market Traders Parking Requirement

Background

The decision by West Berkshire District Council (WBDC) to relocate the Bus Station to the Coach Park adjacent to Library will result in removing allocated parking spaces for market traders' vehicles during Thursday and Saturday market days.

This will cause a problem for Market Traders with larger vehicles. Newbury Town Council has explored various options for replacement parking with WBDC to address this problem. WBDC are concerned about the loss of car parking revenue which might result from allowing the traders to park in a town centre location for the rates they currently pay. WBDC is unwilling to offer any other alternative parking area close to the Market Place and is suggesting parking along Newtown Road, which is a considerable distance from the market. Market Traders have been consulted and asked to comment on the proposal (see below).

.....

Market Traders Responses to Consultation regarding Newtown Road Proposal

Thank you for your email giving us the opportunity to comment on the suggested new parking for the market traders.

Not surprisingly we do wish to object to the removal of the parking at the Wharf for our 7.5 tonne lorry.

1. The proposed use of Newtown Road would require a long walk of at least 10-15 minutes which may entail leaving the pitch unmanned. This may also cause timing difficulties when packing up the market which needs to be done in a sensible order based on pitch location.
2. The Planning and Highways Committee recognised that there is nowhere else suitable for the market to go to park-See item 14 para 3 their meeting 4th Jan 2016-reference 15/03164/FUL

"It is essential that the present facilities for parking capacity for market traders are retained. There is nowhere else convenient for them"

3. The size of the lorries may create health and safety issues at a later date and our use be withdrawn. Are you confident that this is a safe and long term solution?

4. Is it possible to obtain a VAT receipt from the pay by phone company? I note from the minutes of the Council meetings that this form of paying for parking on Newtown Road has been unpopular and led to a decrease in the use of parking on the road leading to difficulties with local residents over parking. I cannot think the situation will be improved by the addition of market vehicles.

Phil Stevenson

Charlton Park Garden Centre

We're really sad and disappointed that this is the only offer we have received from the council re: trader parking spaces.

We personally don't have the trucks and vans, but we feel for them as it will not be safe for them or for motorists and pedestrians if they are to park by Old Newtown Road, cars driving down towards the town centre will more often than not give parked vans a wide berth, therefore affecting oncoming traffic.

Also for the traders themselves to be away from their stalls for 15 minutes (walking distance one way to Old Newtown Rd back to Northbrook Street, two way about 35 minutes) is not that convenient. Sometimes there are no other traders to keep an eye on each other's stall, so not safe if for whatever reason the gazebo falls over and/or hits pedestrians. Also for security of the stall holders' properties.

We hope the council will consider these main concerns, we will be doing a test run this week of the area. But we hope other parking options can be considered, else the market will slowly lose its traders.

Venus and Chris Cardwell, Isidro's

As you know I am market trader I have been working in Newbury since mid 1980s it is impossible to use the new location to park vans and walk back to my stall I can't leave my stall unattended I will be great full if you can give consideration to locate near parking for all traders trading at Newbury market .thanks Mr S Nawab.

Many thanks for the information regarding the forthcoming changes to parking for Newbury market traders.

While I appreciate the planning involved with this new construction I feel that I must point out the practicalities of traders parking at Newtown road instead of a more local facility.

Newtown road car park from my pitch outside Camp Hopson is 3 miles away by driving and 1.3 miles walking. The time taken by driving if there is no traffic is 11 minutes, walking will take about 30 minutes, a total travel time of 41 minutes. Should there be traffic issues which will generally be the case this journey will take considerably longer.

Myself and other market traders are sole traders. We work on our own and have to leave our gazebos with all of our stock at our pitch while we park our vehicles and return for them.

Presently we can do this quickly as the parking is close. However should we have to use Newtown road our stock and livelihood are at risk for much longer. Also the winds in Newbury can be high and this presents a danger of unattended gazebos and equipment blowing away and causing injury or damage. A delay of over 40 minutes twice a trading day is too much.

As we currently park in the vicinity one trader can fetch their vehicle while another watches the unattended stall. As a trading community we traders enjoy working at Newbury market and have great hopes for the future of the market. We therefore want to wholeheartedly support Newbury Council in this.

However, this parking proposal is not feasible and I personally could not use it .

Kind Regards

Kathy Osborne

Shedkraft

The suggested location for market traders' is unsuitable for many reasons

1 Loss of trading time

Many good stalls need about 2 hours each to be put up and taken down again. Food stalls cannot be left erect due to insurance & environmental health obligations, on non-food stalls common sense would also suggest to pack away all goods when leaving the stall, ie I will need to close and pack at 2pm to be ready to get my van at the appointed time .

2 Theft insurance will be invalid

Goods unattended on a stall or by a stall, even if packed down, are not insured

3 Public liability insurance will be invalid stalls if left unattended are not insured. However, they can be a danger to pedestrians in gusty winds, stalls can turn upside down and tumble into parents with children in push chairs

4 Environmental health forbids it

Food products are not to be left unattended for any length of time due to the possibility of contamination by birds or humans.

5 Bad weather (not even unusual) exacerbates dangers to members of the public, property, market traders and their property this is because it would mean we all had to leave very much the same time and leave the whole place unattended for 20 minutes at least, irresponsible

Although, I suspect that Traders are asked their opinions merely out of politeness, I find it important to make those points to convince you that you need to come up with an alternative
Thanks Phil Harrison Viva Oliva

In reply to your letter dated 1.9.16 my observations are as follows.

I am concerned at the distance between traders' pitches and the suggested parking bays in Newtown Road. Both morning parking and collection of vans at the end of the trading day take place when traffic flow is heavy. Also walking time to the new location is far greater than at present. This time is lost selling time, and presents problems with security of unattended stock. Neither is helpful in the present economic climate.

Of late the amount of traders attending regularly has diminished and my concern is that some traders may choose to move on to towns where parking is more convenient.

On Saturday afternoon at 1.30pm I walked through the small car park in Kings Road West and there were many available spaces. Is this somewhere to consider? Could we use any spaces in the car park adjacent to the KFC? Northcroft is another area to consider although walking times are a lot less, similar extended travelling times would be experienced in the afternoon when Northbrook Street is closed to traffic.

Would it be advantageous to spread market vehicles around the town so as to lessen the impact on each car park and its regular patrons? Or use different car parks on different market days?

I would also like to add that I appreciate that this offer of alternative parking has come after considerable effort and negotiation on all sides. And as our town parking is at a premium, perhaps we are lucky to have been offered anything at all.

I hope these comments help the Town Council see this situation from a regular trader's point of view and that we can find a solution to which we are all agreed.

Kind regards,

Malcolm Smith
A and S Meats

This is not going to work. It is a very long way to walk on a winter's evening in the dark leaving our Market stalls unattended! Would it not make more sense, given the similar numbers of traders in the square to park our vehicles behind or next to our stalls?

An additional reason for on Market parking is that the Market Place is a wind tunnel and we need our vans as wind breaks in bad weather.

Simon – Quetzel Coffee

Regarding the proposed new parking arrangements for Newbury Market traders. Having checked on Google I see that it is a distance of 1.3 miles from the Market Place to Newtown Road, with an estimated walking time of 24 mins plus, however long it takes to drive there or back. In short, it means that the traders will have to leave all their stock attended for half an hour, twice a day.

Also, a few of us are getting on a bit with dodgy hips and knees and so the long walk is unfeasible.

My simple suggestion for those of use won the Market Place is for all the stalls to move just 1 foot forward and we could all park behind our stalls. Problem solved.

Glyn Moyse – watch stall – trader for 37 years

From the Market Place, driving to Newtown Road was 0.8 of a mile and took me 5 minutes Saturday morning at 10am.

On the return journey, down Bartholomew Street, Market Street, Cheap Street, Bear Lane, around to The Wharf and into the Market Place too me 6 minutes 0.9 miles. Did not take into account time for locking vehicles and make call for parking. Estimate this to take at least another 5 minutes so on average, leaving the Market Place, locking and paying for parking, approximately 12-15 minutes. Then there would be a 15 minute walk back either way, this would result in the trader being away from his stall for 30 minutes.

A health & safety concern would be in the event of a wind gust hitting the Market (which occurs frequently during the winter) if stalls are damaged and we have to run for vehicles you could lose all of the stall by the time vehicles arrive back on site.

I believe that a 7.5 tonne lorry is not permitted to park on a general Highway by law.

Also, the Market would need to start packing down earlier than usual as the traders cannot all leave at the same time. This would mean the Market Manager standing at the Wharf Bollards for at least $\frac{3}{4}$ of an hour whilst traders come through taking it in turns to walk up to Newtown Road to get their vehicles and taking the extra time to get back through into the Market Place. At 3:30pm on a Thursday this would be particularly busy as it's the school times.

Steve Brind – Market Manager

I haven't received a letter regarding the new parking position for Market Traders but have received your email.

I can see that the new parking position proposal is in Newtown Road. I have googled this and it shows me that it is a walking timeline of 26mins and then a further 6mins by vehicle (depending on traffic).

This means that as a Sole Trader I would have to leave my stall and stock of Sterling Silver unattended for approximately 32mins (again depending on traffic).

I have a condition called fibromyalgia which restricts me on how far I can walk, this is a distance that I would not be able to accommodate.

Also my vehicle is a high top and long wheel based van. Does this parking area accommodate these vehicles. It was also said to me that there is parking off of the High Street but again does this parking allow for my size vehicle.

By being so far away this would also mean I would lose trading time as I would have to leave earlier to get my vehicle and get back to pack up and be off of the High Street by 5pm on a Saturday.

Fiona Williams

Be Yourself Jewellery

Thank you for the information regarding parking for market traders.

As I use a small van I will be using one of the car parks in West Street.

Kevin J Keefe

Director

Rite Price Media

We find the proposed market vehicle parking unsuitable for the following reasons:

1. The area proposed is in excess of 1/2 mile from the market and is up a hill;
2. Traders would have this distance to walk TWICE on each Market Day TWICE A WEEK and that is considered ridiculous, unfair, unsatisfactory and unsafe since it would mean traders leaving their stalls unattended for longer than they do presently;
3. The Market would have to close down an hour earlier to allow traders to pack away all of their goods before the long haul walk to bring in their vehicles. This will in turn affect traders trading time;
3. The area proposed is an area subject to a high rate/volume of vehicle break-ins and vandalism;
4. Several market traders have medical conditions (knees, hips etc) that would make the extended walking distance difficult and painful;
5. Due to dangerous weather conditions, it is sometimes necessary for the Market Manager to call in all traders' vehicles at short notice to protect their goods and stalls, and it would be impractical for traders to have to walk this distance to bring their vehicle in to the Market, and would consequently compromise the safety of their goods and stalls;
6. We believe It is illegal to park vehicles of 7.5 Tonnes and over on the roadside, with the exception of loading and unloading.

As an alternative to this proposed parking site, we, along with fellow traders, would like the Council to consider the possibility of each trader parking their vehicle immediately behind their stall in the Market Square. The Farmers' Market traders are permitted to do this and it appears to work very well for them, and we are certain it would work for us.

A further alternative would be to utilise the West Berks Council car park on Saturdays only, as the Market has done in the past.

In our opinion, if this proposal is implemented, it will draw an end to Newbury Market as we know it now, and several traders have suggested they will leave.

Michael and Emily Broun-Egg/Farm Shop Stall

Public Report

Report to:

Community Services Committee 26 September 2016

Agenda Item No 11:

To review cemetery charges as referred by the Policy & Resources meeting of 18 July 2016.

Cemetery Charges

Background

At the Policy & Resources meeting of 18 July 2016, the P&R Committee agreed that a revision of the charges will be considered at the next appropriate Community Services meeting.

Officers have researched similar size Councils cemetery charges (although many Councils cost differently) and have attached a comparison of these for consideration, as attached at Appendix 6b.

Recommendation

Following a review of the Town Councils charges Officers recommend that charges be increased by up to 20%.

Purchase of Rights

APPENDIX 7b

Burial Authority	Exclusive right of burial in an ordinary grave - Resident		Exclusive right of burial in an ordinary grave - Non-Resident		Exclusive right of burial in a selected - Resident		Exclusive right of burial in a selected grave - Non-Resident		Purchase of plot 0.6m x 0.6m for interment of cremated remains		Purchase of a plot 0.6m x 1.2m as a baby or child's grave	
	Years	Fee	Years	Fee	Years	Fee	Years	Fee	Resident	Non-Resident	Resident	Non-Resident
Newbury TC	100	£ 329.00	100	£ 969.00	100	£ 654.00	100	£ 1,924.00	£ 114.00	£ 335.00	£ 114.00	£ 335.00
Thatcham TC	50	£ 510.00	50	£ 1,530.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 220.00	£ 660.00	£ 292.00	£ 876.00
Hungerford TC	99	£ 350.00	99	£ 1,050.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 75.00	£ 225.00	FOC	FOC
Marlborough TC	99	£ 207.00	99	£ 621.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 122.00	£ 366.00	£ 207.00	£ 414.00
Basingstoke & Deane BC												
Reading BC	75	£ 920.00	75	£ 2,760.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 490.00	£ 1,470.00	Not Stated	Not Stated
Devizes TC	40	£ 324.00	40	£ 648.00	Not Stated	Not Stated	Not Stated	Not Stated	£ 132.00	£ 264.00	£ 102.00	£ 204.00

New graves Incl. Rights 75 Years & Digging Reopen of Grave with Rights Incl. Digging

Burial Authority	New Double		New Single		Cremated Remains 2' x 2'		To Single depth		Reopen for Ashes	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newbury TC										
Thatcham TC										
Hungerford TC										
Marlborough TC										
Basingstoke & Deane BC	£ 1,253.00	£ 2,506.00	£ 1,119.00	£ 2,238.00	£ 487.00	£ 974.00	£ 501.00	£ 1,002.00	£ 168.00	£ 376.00
Reading BC										
Devizes TC										

Interments - Grave Digging Not Included

Burial Authority	In an 'Ordinary' grave of a body of a stillborn child		In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years		In an 'Ordinary' grave of a Person exceeding 14 years		In a 'Selected' grave of a body of a stillborn child		In a 'Selected' grave of a body of a Person exceeding one month but under 14 years		In a 'Selected' grave of a body of a Person exceeding 14 years		Interment of Ashes	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newbury TC	£ 59.00	£ 173.00	£ 95.00	£ 280.00	£ 214.00	£ 629.00	£ 114.00	£ 335.00	£ 180.00	£ 530.00	£ 276.00	£ 812.00	£ 110.00	£ 323.00
Thatcham TC	not stated	not stated	£ 100.00	£ 300.00	£ 292.00	£ 876.00	not stated	not stated	not stated	not stated	not stated	not stated	£ 168.00	£ 564.00
Hungerford TC	FOC	FOC	FOC	FOC	£ 100.00	£ 300.00	not stated	not stated	not stated	not stated	not stated	not stated	£ 75.00	£ 225.00
Marlborough TC														
Basingstoke & Deane BC														
Reading BC														
Devizes TC														

Ancillary / Other Charges

Memorials

Burial Authority	Ground work preparation by Council staff for the interment of ashes		Use of Chapel		Transferring deeds of rights of burial		Right to erect a headstone, cross, Monument or any other memorial		Right to place an inscribed vase at the grave head position		Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground		Additional inscription	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newbury TC	£ 62.00	£ 62.00	£ 57.00	£ 166.00	£ 31.00	£ 31.00	£ 128.00	£ 376.00	£ 32.00	£ 95.00	£ 32.00	£ 95.00	£ 19.00	£ 57.00
Thatcham TC	£ 32.00	£ 96.00	£ 52.00	£ 156.00	£ 32.00	£ 96.00	£ 110.00	£ 330.00	£ 47.00	£ 141.00	not stated	not stated	£ 47.00	£ 141.00
Hungerford TC	not stated	not stated	not stated	not stated	£ 40.00	£ 120.00	£ 80.00	£ 240.00	£ 35.00	£ 105.00	not stated	not stated	£ 30.00	£ 90.00
Marlborough TC	included in interment		not stated	not stated	£ 37.00	£ 111.00	£ 91.00	£ 273.00	£ 43.00	£ 129.00	not stated	not stated	£ 37.00	£ 111.00
Basingstoke & Deane BC	included in interment		£ 81.00	£ 162.00	£ 44.50	£ 89.00	£ 130.00	£ 260.00	not stated	not stated	not stated	not stated	£ 56.50	£ 113.00
Reading BC	included in interment													
Devizes TC	included in interment		£ 265.00	£ 265.00	£ 70.00	£ 70.00	£ 178.00	£ 178.00	£ 178.00	£ 178.00	£ 65.50	£ 65.50	£ 54.00	£ 54.00

Public Report

Report to:

Community Services Committee 26 September 2016

Agenda Item No 13:

To consider Officers recommendation to re-allocate S.106 funds

Re-allocation of S106 funds

A number of S106 monies received in earlier years were intended for specific pieces of land owned or managed by Newbury Town Council. Due to unforeseen pressures/costs Officers recommend the following amounts be re-allocated for use in nearby open spaces where there is a more pressing need:

- £11,672 for Newtown Road Cemetery composting toilet funds will now need to be reallocated to St Johns Corner wall repairs and St Georges Avenue proposed play area.

Due to restrictions placed upon Newbury Town Council by West Berkshire Council the proposed repairs to a damaged wall at St Johns Corner will now have to be secured with a special lintel to avoid the removal of an adjacent tree. This has resulted in a significant increase in the construction costs requiring additional funding via S106 funds. Estimates for the work are around £7,800.

- A WBC Members Bid has been successful in raising funds to support construction of a new toddler play area in St Georges Avenue open space. The S106 funds will ensure that the play area meets the requirements identified in a recent consultation with residents in the area.

£1709 for Greenham House Gardens to be reallocated St Georges Avenue proposed play area to support a Members Bid.

- £4405 for City Recreation Ground to be reallocated to Victoria Park
- £2697 for The Nightingales to be reallocated to Victoria Park
- £1609 for North of the Town, to be reallocated to Victoria Park

The above Victoria Park funds will be allocated to a proposed lighting scheme adjacent to the Victoria Park Nursery School to enable work to be carried out in conjunction footpath repairs.

Public Report

Report to:

Community Services Committee 26 September 2016

Agenda Item No 14:

14.1 To consider whether to set up additional/special budgetary measures to continue with the Town Council's grit bin service.

14.2 To consider whether to set up additional/special budgetary measures to take over the filling of WBC grit bins.

Grit Bins

Background

West Berkshire District Council (WBDC) are proposing to remove all 23 of their grit bins from the Newbury Town area, it is envisaged that Newbury Town Council (NTC) may receive requests from residents to replace some if not all of these. NTC own a further 39 grit bins located around the Town, however the annual filling of these will also no longer be carried out FOC by WBDC, therefore in the future NTC will have to purchase grit and pay our grounds maintenance contractors to fill the bins if we are to continue to provide the service to the residents of Newbury.

The current cost of grit for filling an empty bin is £141.00 per bin, plus contractor's services cost of £20.00. If this service were to continue NTC would need to find £6,279 for refilling NTC bins and a further & £3,703 if we were take on refilling WBDC bins.

Note: There are no funds available in the current year's NTC budget to accommodate refilling grit bins.

.....

List of Locations of NTC Grit Bins on the Public Highway

Location of Grit Bin:	Number:	Owned By / Comments:
Apple Tree Close	1	WBC
Austen Gardens	1	WBC
Badgers Ridge outside No. 2	1	WBC
Battle Road by Wash Common Recreation Ground Car Park	1	NTC
Bruan Road (No. 7)	1	NTC
Bunkers Hill underneath chestnut tree	1	WBC

Location of Grit Bin:	Number:	Owned By / Comments:
Chalford Road. In front of substation, near to Craven Road.	1	WBC
Cheriton Close	1	NTC
Cherry Close Adjacent to 49	1	NTC
Cheviot Close at the junction of Glendale Avenue	1	WBC
Conifer Crest Junction of A343 Andover Road	1	WBC
Conifer Crest Junction of Normay Rise	1	NTC
Conifer Crest on verge by No. 21	1	WBC
Courtlands Road at the entrance onto Greenlands Road	1	NTC
Croft Road Half way along	1	NTC
Curling Way Junction of Gaywood Drive	1	NTC
Curling Way Junction of Rosemoor Gardens	1	WBC
Dysons Close Junction of Russell Road	1	WBC
Enborne Place Adjacent 17A RG14 6BD	1	NTC
Falkland Drive, Newbury	1	NTC
Falkland Garth Junction of Essex Street	1	WBC
Falkland Garth off Essex Street (at the other end to Essex St.)	1	NTC
Ferrier Grove, Newbury, near junction with The Nightingales.	1	WBC
Ferrier Grove/Gaskell Mews/Howarth court direction	1	NTC
Fieldridge Junction of Stoney Lane	1	WBC
Friars Road Junction of Newtown Road	1	WBC
Gaywood Drive Junction of Turnpike Road	1	WBC
Glendale Avenue (By No. 2 on the right)	1	NTC
Goldwell Drive, Newbury, RG14 2RH (No. 11)	1	NTC
Gorselands, Wash Common	1	NTC
Harrington Close adjacent No: 25	1	WBC
Holborne Close junction of Glendale Avenue	1	WBC - Missing since 12/10/2011*
Kiln Road, eastern side junction with Pear Tree Lane	1	NTC
Kingsland Grange, Newbury	1	NTC
Leys Gardens Junction of Old Bath Road	1	NTC
Lipscombe Close, Newbury	1	NTC
Ludlow Close, Newbury, RG14 2RH (No. 14)	1	NTC
Meadow Road junction of Paddock Road	1	NTC
Monica Gardens next to Shaw Cemetery	1	NTC
Monkswood Close	1	NTC
Montgomery Road Junction of Bartlemy Road	1	WBC

Location of Grit Bin:	Number:	Owned By / Comments:
Newport Road (66)	1	NTC
Northwood Drive Junction of Kiln Road	1	NTC
Overbecks / Junction of Gaywood Drive	1	NTC
Pond Close – Turning point at end of Road	1	NTC
Pond close and junction of Elizabeth Ave.	1	NTC
Porter End	1	WBC
Rockingham Road (approach from north to railway bridge, near junctions with St Michaels Rd and St Georges Ave.	1	NTC
Sidestrand Road (both ends)	2	NTC
Smallridge	1	WBC
St. Leger Court, Digby Road (No. 7)	1	NTC
Stanley Road / Livingstone Road	1	NTC
Sunley Close	1	NTC
The Glade / The Marlowes / Roebuts Close	1	NTC
Three Acre Road	1	WBC
Wash Common Library / Community Centre	1	NTC
Wellington Close	Removed	By NTC A.S.B*
West Mills – Mallards Court	1	NTC
West Mills by Swing bridge	1	NTC
Westlands Road	1	NTC
Westmead Drive junction of Paddock Road	1	NTC
Woodside RG14 6HL	1	NTC

General Comments:

WBC – Chalford Road, in November 2011 WBC removed it as it was causing a security risk to No. 124 Russell Road. New location agreed to the side of the garages to the rear of Wentworth Lodge, 164 Craven Road, RG14 5NS.

A.S.B* – Wellington Close, this bin was removed by NTC 21/04/2015. The bin kept being turned over by local youths and contents thrown around the vicinity. Elderly residents adjacent had had enough of it being turned over.

Missing since 12/10/2011* – Holborne Close at Junction with Glendale Avenue was reported to WBC as missing on 12/10/2011.

Transferred to NTC 2010 – The following 3, were transferred to NTC in 2010, Glendale Avenue (By No. 2 on the right), Leys Gardens Junction of Old Bath Road, & Wash Common Library / Community Centre.

Gaywood Drive outside Dorothy Court and Alleyway from Wharf Road to Corn Exchange. These 2 locations do not appear on NTC lists as the either being transferred solely to NTC or being under our Stewardship.

Public Report

Report to:

Community Services Committee 26 September 2016

Agenda Item No 16:

To consider allowing residents from outside the Parish of Newbury to join the waiting list for Newbury Town Council's six allotment sites.

Allocation of Allotment Plots to Applicants from Outside Newbury Parish

Background

Over the past 12 months there has been a decline in popularity in having an allotment. The impact of this has led to an increase in vacancies at a number of sites. It has been policy in the past to allow only residents from within the Parish of Newbury to have an allotment plot in accordance with a decision at the Community Services Committee on 19 March 2012:

Allotment Waiting List / Tenancy Agreements

"Chairperson

The Council has a good track record of effective allocation of its limited allotment plot availability to those residents from within the parish who request a plot. Current waiting lists, for those who are flexible about a particular allotment site, remain short. The Council also maintain waiting lists for residents from outside the parish, but this generates a false hope as there is always demand from within the parish which takes precedence. There are also instances where a previous tenant, who has been unable to abide by the rules and/or the allotment tenancy agreement (e.g. an inability to maintain a plot in a tidy state) may get reallocated a plot at a later stage, only to be unable again to abide by the rules and/or the allotment tenancy agreement.

*To address these actual and potential issues, **to resolve** that the Council reserves the right to exclude requests to be added to the allotment waiting list and/or to refuse to enter into an allotment tenancy agreement."*

Vacant plots cost the Town Council money as we have to maintain them in order to protect adjoining plots and for the upkeep of the overall allotment and results in loss of income.

Officers recommend rather than leave vacant plots unmanaged, residents from outside the Parish should now be considered for tenancy of allotment plots. We further recommend the rental for such allotment plots should be adjusted in line with other services we provide for non-residents.